

TEXAS LEGISLATIVE COUNCIL

P.O. Box 12128, Capitol Station | Austin, Texas 78711-2128 | (512) 463-1155

Dan Patrick
Lieutenant Governor
Joint Chair

Jeff Archer
Executive Director

Dade Phelan
Speaker of the House
Joint Chair



Legislative Counsel I

POSTING NUMBER **22008**

DATE POSTED	January 4, 2022	APPLICATION DEADLINE	February 9, 2022
(Applicants who submit all of the required materials during the posting period will be considered. Early applications are strongly encouraged as we may begin conducting interviews before the closing date.)			
DEPARTMENT	Legal Division		
SALARY	\$5,833.34 per month. The council also offers a generous benefits package. Please click here for more information.		
DESCRIPTION	The Texas Legislative Council is a nonpartisan agency providing full legal services to the Texas Legislature. The position of Legislative Counsel I is an entry-level attorney position. A majority of the work involves drafting legislation and amendments to legislation before and during the biennial legislative session and researching legal issues related to legislation. A Legislative Counsel I may also assist with other legal support, including providing a variety of legal services to legislators and the lieutenant governor and their staffs, preparing legislative documents, and working on statutory revision projects. The Legislative Counsel I receives extensive training and works under close supervision of one or more experienced attorneys. The Texas Legislative Council has a telecommuting policy that may allow for some remote work in certain circumstances.		
PRINCIPAL DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">• Drafts bills, amendments, and other legislative documents, usually in employee's primary subject areas.• May review some legislative documents in employee's primary subject areas.• Consults with legislators and the lieutenant governor and their staffs about proposed legislation and, at the direction of a legislator, the lieutenant governor, or a staff member, consults with others about that legislation.• Meets with legislators and the lieutenant governor on the floor of the house or senate to provide advice and prepare amendments to legislation being considered.• Provides written and oral information about current or pending law, including codes and proposed legislation.		

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- In connection with the drafting of proposed legislation, provides legal advice to legislators and the lieutenant governor and their staffs regarding issues such as constitutionality, preemption, and consistency and interaction with existing law.
- Provides legal advice to legislators and the lieutenant governor concerning the powers, duties, legal limitations, and liabilities of their offices.
- Examines, investigates, and researches legal and other issues for bill drafting and in response to questions.
- Reviews contracts to which the council is a party.
- Revises statutes into codes, generally involving nonsubstantive changes of the law.
- Drafts and reviews analyses of proposed constitutional amendments.
- Performs other duties as assigned.

QUALIFICATIONS

Experience and Education:

Law degree from an accredited school of law.

Minimum qualifications for this position include:

- Skill in written and oral communication.
- Ability to analyze and solve legal problems and to interpret statutes and legislative documents.
- Ability to deal effectively with others.
- Ability to work independently and as a member of a team.
- Ability to work overtime and flexible hours.
- Ability to handle deadline pressures.
- Ability to maintain confidentiality of material and information.
- Ability to accept constructive criticism of work product by peer reviewers and supervisors.
- Ability to maintain regular attendance.
- Ability to keep up with current trends in areas of expertise and willingness to maintain up-to-date knowledge and skills.

License or Certification:

Must be licensed to practice law in Texas to maintain continued employment.

Preference given to applicants who:

- are licensed to practice law in Texas; or
- have taken or plan to take the Uniform Bar Examination on or before July 2022 and who otherwise qualify for admission to the Texas Bar.

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LOCATION

The Texas Legislative Council offices are located in the Robert E. Johnson Building in downtown Austin, Texas, directly across from the Texas State Capitol. Austin, on the eastern edge of the scenic Texas Hill Country, boasts an average of 300 days of sunshine per year and is known for its natural swimming holes and lakes, extensive greenbelt and hike and bike trails, breakfast tacos, award-winning barbecue, and live music. It is also the home of the largest urban bat colony in North America.

TO APPLY

To be considered, an applicant must submit:

- a cover letter that explains the applicant's interest in the position and the reasons the applicant believes the applicant meets the qualifications stated above.
- a resume.
- a recent writing sample that demonstrates the applicant's own writing skills and original research; the writing sample should not exceed five pages and may be an excerpt from a longer document; please do not submit form motions or pleadings. If you provide an excerpt from a longer document, please provide a brief introduction describing the excerpt.
- a copy of the applicant's law school transcript.
- a State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/docs/texas-application-employment-twc.doc>). Note: An applicant may include a completed electronic State of Texas Application for Employment without signing it. The applicant's signature may be provided at a later date.

An applicant must submit the cover letter, resume, writing sample, transcript, and State of Texas Application for Employment to Amber Carroll by:

Email

TLCCareers@tlc.texas.gov (preferred method)

Fax

(512) 936-1064

Mail

Human Resources Office
Texas Legislative Council
P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128

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As a condition of employment, legal proof of authorization to work in the U.S. must be provided.

Requests for accommodation and/or services in the application process should be made to the above-cited contact.